

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-03-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-03-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Revenue
संगठन का नाम/Organisation Name	Central Board Of Direct Taxes (cbdt)
कार्यालय का नाम/Office Name	Pr Commissioner Of Income Tax Jalandhar
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - SUV; 2500 km x 3 hours; Local
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन्ू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details

बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If bidder is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1770379049.pdf](#)

Monthly Basis Cab & Taxi Hiring Services - SUV; 2500 Km X 320 Hours; Local (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Hyundai Creta
Usage Variant	2500 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2024
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C

विवरण/ Specification	मूल्य/ Values
Area of Operation	Plains
Fuel Type	Any
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Vikash Kumar	144040,Income Tax Office, Golden Avenue Colony, Opposite Kamal Hospital, Nakodar.	1	<ul style="list-style-type: none"> Duration in Month for which service is required : 24

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Terms and conditions for agreement:

- This agreement will be effective for a period from 01.03.2026 to 29.02.2028.
- The vehicle to be provided by the 2nd party (service provider) to the Department shall be a "HYUNDAI-CRETA" 2024 or 2025".
 - In consideration, the 1st party shall pay to the 2nd party consolidated monthly charges of Rs. 40,000/- per month in case of HYUNDAI-CRETA Car including driver's salary and fuel expenses upto 2500 k.m. per month subject to deduction of tax at source. If in a particular month, the usage of vehicle is less than 2500 k.m. per month, it will be carried forward in the next month for adjustment and vice versa. In case in a particular month usage of vehicle is in excess of 2500 k.m. excess usage shall be carried forward to next month and same shall be set off against the usage of succeeding month and so on. After the end of 12 months in case of addition

al run of a vehicle the charges will be reimbursed @Rs. 10/- per k m. The detail of usage is as under:

- b. The parking charges and toll taxes will be reimbursed on actual basis.

S. No.	Vehicle Category	No. of Vehicle of each category	Hire charges per month per vehicle (including driver salary and Petrol/ diesel expenses) in Rs	Mileage per month per Vehicle	Total mileage for Three Months
1.	HYUNDAI-CRETA 2024 or 2025	One	Rs. 40,000/-	2500 K.M.	30,000 K.M.

- c. In case the vehicle travels to Jammu & Kashmir & H.P., the relevant taxes leviable would be reimbursed. However, in respect of Punjab, Haryana, Chandigarh, Delhi & NCR taxes would be paid by the 2nd party.
- d. The vehicles should be insured comprehensively and should have the necessary permits from the Transport Department/Authority to be given on hire to the Income Tax Department.
3. All expenses towards repairs, maintenance shall be borne by the 2nd party.
 4. The bills will be submitted on a monthly basis.
 5. A log book shall be maintained.
 6. This agreement will remain in force for three years on which the car is made available and is subject to renewal as mutually agreed upon. However, the conditions of agreement may be changed after the lapse of this agreement, as mutually agreed upon.
 7. The 2nd party will provide the new vehicle of equal level and quality and it will be their responsibility to make alternate arrangements if for some reason vehicle is not available (including break down, of the vehicle, maintenance of the vehicle etc.) at no extra cost to first party.
 8. Second party will be responsible for excellent maintenance of the vehicle, during the period of agreement. Also, all the risks and liabilities related to the vehicle will be of second party.
 9. All minor repairs like tyre puncture etc. and replacement of tyres through normal wear and tear and maintenance of the vehicle shall be borne by the second party for which purpose second party will maintain an imprest balance of Rs. 1500/- with the driver.

10. The 2nd party will ensure that safety belts are available in good working conditions for all passengers and driver seats and will also comply with all the safety rules and regulations as prescribed by the Govt. Department/Competent Authority from time to time.
11. The 2nd party shall ensure that the vehicle is insured properly in all respect completely and other statutory dues are paid in time and it shall comply with motor vehicle Act/Rules/Other statutory requirements. The I.T. Department shall not be responsible for any challan, loss damage or accident to the vehicle and persons or to any other vehicle or injury. Any lapse on part of 2nd party will be duly compensated to the user of the vehicle resulting in to any injury.
12. The vehicle should be available to the department round-the-clock. Vehicle will be parked in the custody of the officer in charge.
13. Service Tax as applicable will be reimbursed.
14. The Vehicle will be replaced within 3 years with a new vehicle, if the agreement is not terminated in between and the Agreement continued for such period.
15. The agreement may be terminated by the Department, if the services are not found satisfactory.
16. The agreement is revocable by either party at a notice of 30 days in advance without assigning any reasons.
17. During the periods of this contract the vehicle shall be at the exclusive disposal of the 1st party.
18. The vehicle provided by the 2nd party will be authorized vehicle to be given to the department and any lapse on this issue will be the responsibility of the service provider i.e. 2nd party.
19. If for any reasons such as maintenance or repairs, the vehicle is not available to the department on any particular day, the department will be at liberty to hire a vehicle from the market and the charges would be debited to the bill of the 2nd party. However, payment will be deducted from 2nd party at the approved rate for the kilometers for which the substitute vehicle is run.
20. The driver employed by the second party should have long experience in driving and he should be a Person of integrity and he should be dressed properly (in proper uniform) and free from infectious diseases. Copy of Aadhar card & driving License of the driver should be submitted in the office for office record.
21. The second party should ensure that the driver employed shall hold valid driving license.
22. The driver will be entitled to avail one holiday weekly (Sunday) or any other day at the discretion of the first party.
23. If the driver's behavior is found objectionable you should replace with new driver within 24 hours and ID proof of the new driver should be mailed to the first party.

24. The night charges will be payable @ Rs. 200/- per night after 11.00 PM, extra charges for outstation will also be Rs. 200/- per day.
25. In case of dispute regarding interpretation of any term or condition of the under/contract, the decision of The Income Tax Office, Nakodar will be final.
26. A penalty of Rs.1,000/- (One Thousand rupees only) per day vehicle may be levied if any vehicle fails to meet the terms & conditions prescribed here in above on any day. The penalty for some of the defaults is as under: -
- | | |
|---|----------------------------------|
| a. Late Reporting | 50% of the penalty i.e. 500/- |
| b. Non-reporting | Rs.1,000/- |
| c. Poor maintenance of vehicle | 50% of the penalty i.e. Rs.500/- |
| d. Change of drivers without permission | Rs.500/- per Instance |
| e. Refusal of duties | Rs. 1000/- per instance |

CODE OF CONDUCT OF DRIVERS

- i. The driver should have a valid driving license and experience of more than two years of driving the class of vehicle offered for hire.
- ii. The driver will be neat and clean with proper turnout.
- iii. He will report for duty at the specified time given by the office.
- iv. He will keep the car neat and clean before the commencement of duty and carry out daily inspection of the same.
- v. The driver will be provided a mobile phone with two way conversation on presence of the officer unless he is instructed to do so.
- vi. He will open/close the door of the car when officer is getting in/out of the car.
- vii. He will maintain the daily log book of the car.
- viii. He will maintain daily repair/defect register of the car.
- ix. He will take the permission from the officer to take the car to workshop, if required.
- x. The driver will not leave the vehicle unattended in public places.
- xi. He will install/remove the flag from the car when the officer is in the car/not in the car and keep the flag post covered.
- xii. He will not remain absent from duty without permission of the officer.
- xiii. He will be responsible for maintaining all the necessary documents required by the Registering/Traffic Police in the vehicle.

- xiv. He shall strictly follow the traffic rules and regulations and never over speed, besides the car will be parked in the area en marked for he same.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category it is bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this they can raise their representation against the same by using the Representation window provided in the bid details in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will override the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भासाथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकपास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन नपर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Rest on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---